

## PUPIL TRANSPORTATION REIMBURSEMENT MATRIX

### July 1, 2007

CATEGORY	Reimbursable	
	Yes	No
<b>100 - Salaries</b> (Districts wishing to claim indirect administrator salaries must use Schedule B) (Contracting districts are <b>eligible for one district transportation contract manager</b> )		
Bus Drivers (Schedule A/B - Record all school bus driver salary)	√	
Bus Assistants (Schedule A/B – Record all school bus assistant salary)	√	
Bus Technician (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	√	
Transportation Supervisor (Schedule A only – Prorate: Record all time charged to pupil transportation program)	√	
Driver Trainer/Other Program Cord. (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	√	
Dispatcher/Secretary (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	√	
Other Pupil Transportation Staff (Schedule A/B – Prorate: Record all time charged to pupil transportation program)	√	
Indirect Salary Costs (Any administrative or support position above transportation supervisor is not reimbursable)		√
Superintendent, assistant superintendent, school principal, payroll personnel, building maintenance supervisors, etc.		√
Crossing guards, loading/unloading area monitors, <b>and transportation building cleaning salaries.</b>		√
<b>Employee incentive awards; individual salary bonus, hotel nights, etc.</b>		√
<b>200 - Benefits</b> (Districts wishing to claim indirect administrator benefits must use Schedule B) (Contracting districts are <b>eligible for one district transportation contract manager</b> )		
Life Insurance ( <b>Schedule A only</b> – Prorate: Record at same percentage as salary)	√	
Health Insurance ( <b>Schedule A only</b> – Prorate: Record at same percentage as salary)	√	
Workers Compensation ( <b>Schedule A only</b> – Prorate: Record at same percentage as salary)	√	
FICA (Schedule A/B – Prorate: Record at same percentage as salary)	√	
PERSI (Schedule A/B – Prorate: Record at same percentage as salary)	√	
Other Benefit, Must Be Identified ( <b>Schedule A only</b> – Prorate: Record at same percentage as salary)	√	
<b>300 - Purchased Services</b> (Contracting districts are not eligible)		
Leasing School Bus (Schedule A/B – Short-term, emergency only. Must have prior SDE written reimbursement approval)	√	√
Equipment Rental (Schedule A/B – Short-term, emergency only. Must have prior SDE written reimbursement approval)	√	√
Contracted Repairs & Maintenance (Schedule A/B – On yellow school bus only. <b>Not for shop repairs or improvement</b> )	√	
Two-way radio (school bus installed radio only) repair and/or maintenance. <b>( Portable radios, batteries and radio maintenance agreements are not reimbursable)</b>	√	
Shop or property improvements, painting of curbs, signing, snow removal, grading, road base fill, etc.		√
Contracted Laundry Service for Coveralls and Rags (Schedule A/B – See coveralls & rags under supplies)	√	
Contracted Office/Shop Cleaning/Custodial Service		√
Utilities in Bus Garage (Schedule A/B – Telephone service, garbage collection, water, heat, electricity, sewer, etc.)	√	
Cellular telephone, purchase of		√
Cellular telephone, basic service agreement (Limit of two (2) service contracts per district without prior approval – exception allowed with prior SDE written reimbursement approval) Up to \$30 per phone per month	√	
Internet basic service agreement (Limit of one (1) service contract per district specific to transportation when not networked with district server(s). Up to \$20 per month.	√	
Communications Repeater, purchase of		√
Communications Repeater, service contract at reasonable cost	√	
Bus Routing Software (Schedule A/B – Must have prior SDE written reimbursement approval contingent upon efficiencies demonstrated with documented results)	√	√
Annual License and Maintenance Fees Contingent Upon Efficiencies Demonstrated with annual documented results	√	√
Software training		√
Training – Registration & Travel Costs ( <b>Schedule A only</b> – For attending SDE approved training conferences & workshops)	√	
<b>CPR or First-Aid Training costs for presenters, workbooks, or cards – Up to \$10 per driver/technician per year.</b>	√	
Idaho State Regional Safety Competition		√
<b>Trophies, Gifts, Meals, e.g., breakfast, lunch or dinner (refreshments at training workshops are reimbursable expenses)</b>		√
Idaho State Safety Competition (Limited to winners of regional safety competition according to IAPT rules)	√	
Idaho Regional Special Needs Safety Competition Training (Must have prior SDE written approval)	√	√

Idaho Regional Train-the-Trainer & Train-the-Tech Workshops – (Limited to six (6) participants)	√	
IAPT/SDE Pupil Transportation Summer Conference (Limited to four (4) participants) or School Transportation News Conference (Limited to two (2) participants)	√	
IAPT dues that are not part of Idaho Pupil Transportation Summer Conference registration		√
Western States Director's Pupil Transportation Conference (Limited to two (2) participants with prior SDE approval)	√	
National Association of Pupil Transportation and Transporting Students with Special Needs conferences One representative from each region, individual chosen at regional supervisors meeting and approved by district and SDE, shall be allowed to attend annual NAPT and Special Needs Conference.	√	
Out-of-State Training Conference/Workshop/Seminar (Must have prior SDE written approval)	√	√
Regional professional development & training registration fees to bring in professional presenters – Must have prior SDE written approval, must be multi-district attended, not to exceed \$5 per attendee	√	
Employee Benefit Related Costs (Schedule A only)	√	√
Vehicle Mileage Reimbursement – (For use of personal vehicle for pupil transportation program mileage only)	√	
Commercial Drivers License (CDL) Costs – (Licensing costs, third-party testing, vehicle rental, etc.)		√
FMCSA Physicals	√	
FMCSA Drug Testing Compliance	√	
Criminal Background Check (33-130, Idaho Code)		√
In-house or regional training costs	√	
Refreshments, handouts	√	
Videos, meals, professional presenters (must have prior SDE approval), lodging		√
Newspaper Ads – limited to employment, calls for bus bids and contracting of transportation system; routing ads are not reimbursable	√	
Other Purchased Service, Must Be Identified (Schedule A/B)	√	√
<b>400 – Supplies</b> (Contracting districts are not eligible)		
Fuel (Schedule A/B – Must submit documentation of fuel tax rebates. Do not combine with oils or lubricants)	√	
Fuel for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van		√
Oils & Lubricants (Schedule A/B – Do not combine with fuel costs)	√	
Oil & Lubricants for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van		√
Shop Materials & Parts (Schedule A/B)	√	
Replacement wheelchair lift in used school bus	√	
Replacement two-way communications radio/telephone in used school bus with prior SDE written approval (must show cost effectiveness, i.e., less expensive than repairing)	√	√
Shop Materials & Parts for district owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car, van		√
Consumable Office Supplies (Schedule A/B)	√	
Office paper, printer cartridges, employment newspaper ads, small print jobs (e.g., work order forms, student conduct forms, pre-trip inspection forms, rules posted in bus, etc.	√	
Office furniture, computer hardware/networking, printer, copier lease/maintenance, magazine subscriptions, telephone equipment, fax machine, computer software, training videos, in-school pupil transportation manuals and/or book, large print jobs, large newspaper ads, student policy books/materials/letters, individual student rules (should be incorporated into student conduct violation form), etc.		√
Cleaning Supplies (Schedule A/B – Detergent, soap, wax, bus interior broom/mop/brush)	√	
Coveralls and Rags (Schedule A/B – Coveralls and rags may be reimbursable when in-lieu of laundry service)	√	√
Shop & Hand Tools, District Owned or Employee Tool Allowance – Up to \$400/technician/year (\$1,200 if amortized over three year period)	√	
<b>500 – Capital Outlay</b> (Contracting districts are not eligible)		
Lease of Real Property		√
Yellow School Bus (Schedule C only – Amortized depreciation over 12 years)	√	
Communications (Schedule C only) – Amortized depreciation over 12 years)	√	
Voice communication base station		√
VCR & video cameras installed in new bus – Amortized depreciation over 12. Repairs and supplies for existing cameras. (No reimbursement for replacement camera equipment)	√	
Bus delivery costs when not FOB district – Limited factory to district costs. (No reimbursement. for district to factory costs)	√	
Interior Overhead Storage Compartments		√
Wheelchair lift in new bus	√	
Activity-style passenger seats		√

Air-conditioning (Reimbursable only when IEP driven)	√	√
Any purchased option not part of the original bid without prior approval		√
<b>Any purchased school bus above low bid is subject to review by the pupil transportation steering committee</b>		
<b>600 – Interest</b> (Contracting districts are not eligible)		
Interest Charges – (Finance, late fees, interest, leases, special fees etc. are non-reimbursable costs)		√
<b>700 – Insurance</b> (Contracting districts are not eligible)		
Real Property Loss Insurance ( <b>Schedule A only</b> – Building structure only, no contents)	√	
Vehicle insurance (6-927, Idaho Code)		√
<b>Schedule C</b>		
All mileage shall be tracked on all vehicles used to transport students. All mileage shall be categorized according to program and recorded as “reimbursable” or “non-reimbursable.” <b>Districts will not be penalized when combining “reimbursable programs” with “non-reimbursable programs” when there is no appreciable increase in costs or resources and when in compliance with federal or state law.</b> Districts may request special reimbursement consideration for special and/or unique educational programs.		
To –from school, educational field trips (curriculum driven, entire class, grade affected), reasonable and necessary shuttle trips.	√	
Mileage necessary to meet the needs of students with disabilities	√	
Mileage related to Idaho Reading Initiative (IRI) program	√	
Summer Migrant Education and Special Education Extended School Year (ESY) program	√	
Before and after school programs, other summer school programs, summer alternative school, extra-curricular activity trips, trips for elective classes, club-affiliated trips, award trips, competition trips, <b>overnight trips, weekend trips or trips outside the regularly-scheduled school week/year</b>		√
Mileage in district-owned non-conforming vehicles, e.g., pupil transportation shop truck, supervisor/trainer car		
Mileage in support of yellow school buses, e.g., to shuttle drivers to and from remotely parked route buses, repair school buses, deliver parts, check road/route/bus stop conditions. Mileage is tracked separately and reimbursed at the State Board of Examiners rate established at the beginning of the applicable school year.	√	
Mileage for home-to-work-to-home. Mileage in vans or other non-conforming vehicles to transport students or district personnel.		√
In-lieu of transportation costs ( <b>Must be least expensive method</b> )	√	
Reimbursable contract costs (districts contracting for transportation services)	√	
District Liaison Personnel, district liaison office(s) and related costs,		√
Specific district operational costs secondary to contracting transportation services considered on case-by-case basis. <b>Non-reimbursable costs embedded within the contract must be reported as non-reimbursable costs.</b>	√	√
Bus assistants (aides); Must be reasonable and necessary	√	
Depreciation (See capital outlay above) (Contracting districts are not eligible)	√	